

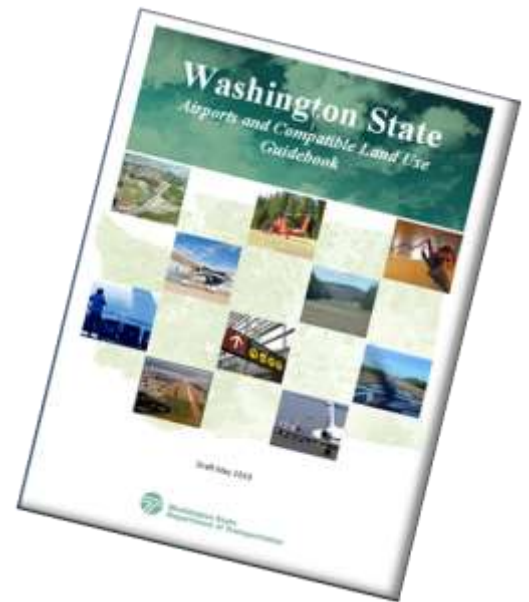
Airports and Compatible Land-Use Program Guidebook Update

Consultation Process Draft Outline

What is consultation and who must be involved?

Local jurisdictions are required by RCW 36.70.547 to formally consult with WSDOT Aviation, airport owners, managers, private airport operators, general aviation pilots and ports prior to adoption of comprehensive plan policies or development regulations that may affect property within the airport influence area of a publicly or privately owned public-use airport.

The Oxford dictionary defines the term “consultation” as “to seek information or advice, refer to a person for advice, to seek permission or approval for a proposed action.” Public consultation, or simply consultation, is a regulatory process by which jurisdictions seek the public’s input on matters affecting them. The main goals of consultation are to improve efficiency, transparency and public involvement in large-scale projects or laws and policies. It usually involves notification (to publicize the matter to be consulted on), consultation (a two-way flow of information and opinion exchange) as well as participation (involving interest groups in the drafting of policy or legislation).



Why is consultation needed?

RCW 36.70.547 requires that jurisdictions discourage the encroachment of incompatible land uses by adopting comprehensive plans and development regulations. The formal consultation requirement is to ensure that local decision makers take a cooperative approach to land-use planning, safeguard aviation interests and use the best available data when making decisions that can affect the long-term viability of community airports.

Goals of WSDOT’s formal consultation process

WSDOT Aviation formal consultation process seeks to enhance communication and take a comprehensive approach to consultation by providing early and ongoing consultation opportunities between the airport, aviation interests, communities and the public on airport land use compatibility issues. WSDOT encourages all parties to work together throughout the land use process and to find comprehensive solutions of mutual benefit that fulfill the intent of the legislation to discourage incompatible development adjacent to public use airports.

The following steps are generally part of the consultation process:

Step 1

Contact the airport owners and managers. The airport should provide the jurisdiction with a list of aviation stakeholders and interested parties.

Step 2

Contact the Washington State Department of Transportation Aviation Division.

Step 3

The jurisdiction or agent should provide a *summary description of the proposal, airport facility issues, plan view drawings* and other information addressed in the checklist. Request additional information from the airport and users as needed.

Step 4

Establish a date, location and time for the consultation meeting. Contact public and private airport operators, general-aviation pilots, ports and other interested parties.

- Provide at least 30 days advance notice of the formal consultation process.
- General materials on the proposal should be sent out to all parties of interest at least seven days before the scheduled meeting.

Step 5

During consultation meetings, all parties will identify issues and concerns regarding the proposal in an effort to reach a consensus on project objectives, project alternatives, modifications or other specific measures that avoid, minimize or mitigate adverse impacts to the airport and community in a manner compatible with the mutual interests of the community, aviation interests and WSDOT Aviation.

- WSDOT Aviation will provide summary recommendations within 60 days of the consultation meeting and may ask clarifying questions from all parties prior to posting of agency recommendations.
- The local jurisdiction should document the consultation in the same manner as described above and keep a record of the proceedings and stakeholder involvement.

Step 6

Jointly work with all parties throughout the amendment or permit action process and provide adequate notice of public participation processes, workshops, hearings and recommended or final actions.

For more information about the consultation process or to submit comments or questions, contact WSDOT Aviation planner Carter Timmerman at 360-651-6312 or timmerc@wsdot.wa.gov

Please note this information is intended to assist the processor in giving guidance in regards to the formal consultation process required pursuant to RCW 36.70.547.